

SUPPORT SERVICES

ACTIVITIES

- *Parks & Community Development Management Services
- *Engineering Services
- *Property Management Services
- *Information Technology Services
- *Garage Operations
- *Equipment Replacement
- *Workers' Compensation Insurance
- *General Insurance
- *Benefits Administration

DESCRIPTION

This program provides the services that directly support other activities. It provides vehicles for rent or lease, office or shop space, as well as various insurance, engineering and information technology services.

The Support Services are primarily provided as a direct, billable service which is charged a fixed fee structure (engineering), by the square foot (property management), by the mile (garage), by the employee (insurance), or a percentage of expenditures (information technology).

	ACTUAL FY'13 \$	ACTUAL FY'14 \$	BUDGET FY'15 \$	MANAGER RECOMMEND FY'16 \$	COMMITTEE APPROVED FY'16 \$	COUNCIL ADOPTED FY'16 \$	PROJECTED FY'17 \$
Program Generated Resources	<u>12,890,363</u>	<u>13,813,874</u>	<u>14,268,146</u>	<u>14,914,962</u>	<u>14,914,962</u>	<u>14,914,962</u>	<u>13,339,724</u>
Total Resources	<u>12,890,363</u>	<u>13,813,874</u>	<u>14,268,146</u>	<u>14,914,962</u>	<u>14,914,962</u>	<u>14,914,962</u>	<u>13,339,724</u>
Requirements							
Community Develop. Mgmt.	1,168,160	1,166,270	1,247,059	1,165,449	1,165,449	1,165,449	1,156,212
Engineering Services	924,004	906,756	912,826	1,125,308	1,125,308	1,125,308	1,019,119
Property Management Svc's	779,443	836,838	838,194	952,244	952,244	952,244	899,570
Information Technology	652,595	769,073	897,143	850,592	850,592	850,592	893,117
Garage Services	1,056,852	1,108,819	1,670,892	1,700,713	1,700,713	1,700,713	1,103,057
Equipment Replacement Svc's	4,048,833	4,404,463	3,672,008	3,840,283	3,840,283	3,840,283	2,977,903
Insurance	<u>4,260,476</u>	<u>4,621,655</u>	<u>5,030,024</u>	<u>5,280,373</u>	<u>5,280,373</u>	<u>5,280,373</u>	<u>5,290,746</u>
Total Requirements	<u>12,890,363</u>	<u>13,813,874</u>	<u>14,268,146</u>	<u>14,914,962</u>	<u>14,914,962</u>	<u>14,914,962</u>	<u>13,339,724</u>

Program: Support Services – Parks & Community Development Management

Services Delivered:

The Parks & Community Development Management’s goal is to provide a solid and respectful foundation of management, information processing, technical support and customer service to the community and our colleagues.

This activity provides the overall management, support, coordination and fiscal accountability of the Parks, Recreation, Aquatics, Building, Engineering, Geographic Information Systems (GIS), and Planning. Includes support for current and long range planning, data collection, infrastructure development review and construction. Provides customer service for private development of residential and commercial properties including new water and sewer service connections. Also provides internal service for public development, such as new streets, sidewalks, sewer and water lines. It assists customers with development processes and permit procedures at the public information counter and over the phone for 9 hours every business day. It provides the public with a GIS application, Capital Project information, Development Statistics, and divisional information via the Parks & Community Development portion of the City website. Additionally, it provides support services for activities of the Public Works Department including collection of System Development Charges, Advance Finance District/Reimbursement District charges and Finance’s Business Tax approval process. Provides City lien search assistance, review and release of satisfied agreements.

Performance Measurements:

Parks & Community Development Management Performance Measures

Indicator	2012-13		2013-14		2014-15		2015-16	2016-17
	Actual	Est	Actual	Est	Actual	Est	Est	Est
Outputs								
System Development Fees calculated and collected (does not include financed SDC's)	1.35m	N/A	.87m	N/A	.68m*	N/A	.75m	1m
Inspections Scheduled (all divisions)	4,411	N/A	4,857	N/A	4,663	4,700	4,700	4,700
Effectiveness	Actual	Goal	Actual	Goal	Actual	Goal	Goal	Goal
Practical GIS Trainings	N/A	N/A	15	8	17	10	10	10
GIS Survey of Effectiveness of Training	N/A	N/A	97%	90%	97%	90%	95%	95%
Efficiency	Actual	Goal	Actual	Goal	Actual	Goal	Goal	Goal
Inspections scheduled online	N/A	N/A	N/A	N/A	432	600	700	800

* Transportation and Parks SDC's were discounted to \$0 for half of this period.

FY'16 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

The Parks & Community Development Management and Support Staff has strategic plan items specifically assigned to the division but also provides support to Building, Planning, Engineering and Parks work plan assignments.

Encourage Economic Prosperity

Objective 5: Streamline development process

- Implementation of new E-Permitting software system for building and planning. This will enable online permit applications, inspection requests, scheduling and results. Electronic plan review will allow multiple divisions to review concurrently and improve communication and customer service.
- Prepare CDBG consolidated plan under new status as an entitlement community.

Program: Support Services – Parks & Community Development Management

FY'16 Anticipated Accomplishments & Corresponding Council Goal - Cont'd:

Facilitate Sustainable, Manageable Growth

Objective 2: Develop proactive solutions to community development challenges.

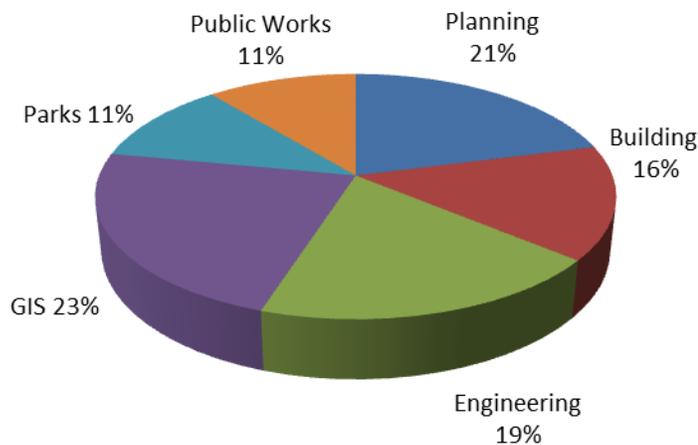
- Reduce barriers to development.
- Increase customer service and satisfaction.
- Evaluate DDA and AFD process and determine best practices for City and property owners.
Clean-up old DDA's and AFD's recorded on properties. Possibly convert to fee in lieu of system.

Over the next year this activity will continue to provide the support necessary for the operating divisions to function and provide excellent customer service. This includes management services provided by the Parks & Community Development Director and Business Operations Supervisor, policy development, project management, park development, customer service, permit issuance, technical assistance, inspection program scheduling and resulting file and data base maintenance, training and development of the GIS program, research and statistical reporting, purchasing, website maintenance and information services, lien searches and releases, accounting and internal audits, archiving and record-keeping, clerical support, and preparation and facilitation of public meetings and workshops. The H.T.E. software replacement conversion and implementation began in August 2014. This project will require substantial staff time for the duration of the project through 2015.

Budget Highlights:

FY' 15 changes to the budget consist of an increased allocation of support staff and associated overhead to support Planning during the UGB and Annexation process.

Allocation of Staff Time for FY'16



FY'15 Activity Review:

In Calendar Year 2015 this activity processed 1,911 building and utility permits, scheduled 4,663 inspections, calculated and collected over \$680,000 in System Development Charges, supported UGB functions, started implementation of the E-Permitting software, successfully awarded 9 sprinkler/seismic grants and loans for qualifying buildings.

Program: Support Services – Parks & Community Development Management

Financial Summary

Resources	ACTUAL FY'13 \$	ACTUAL FY'14 \$	BUDGET FY'15 \$	MANAGER RECOMMEND FY'16 \$	COMMITTEE APPROVED FY'16 \$	COUNCIL ADOPTED FY'16 \$	PROJECTED FY'17 \$
Beginning Balance	<u>121,018</u>	<u>249,247</u>	<u>140,449</u>	<u>141,325</u>	<u>141,325</u>	<u>141,325</u>	<u>123,663</u>
Current Resources							
Activity Generated							
Redwood Sewer District	38,295	(9,143)	0	0	0	0	0
Direct Charges:							
General Fund	422,408	424,438	537,619	530,755	530,755	530,755	534,021
Transportation	27,983	20,186	28,315	28,901	28,901	28,901	29,419
Wastewater	40,946	68,160	79,578	81,569	81,569	81,569	82,664
Water	40,946	30,899	41,500	42,556	42,556	42,556	43,108
Property Management	15,000	8,628	15,000	15,000	15,000	15,000	15,600
Engineering	327,649	256,257	296,088	212,743	212,743	212,743	213,237
Administrative Services	25,000	14,380	25,000	25,000	25,000	25,000	26,000
Transfers in	10,000	0	0	0	0	0	0
GIS Fees	94,786	95,453	81,410	85,500	85,500	85,500	88,500
Other Revenue	<u>4,129</u>	<u>7,765</u>	<u>2,100</u>	<u>2,100</u>	<u>2,100</u>	<u>2,100</u>	<u>0</u>
Total Current Revenues	<u>1,047,142</u>	<u>917,023</u>	<u>1,106,610</u>	<u>1,024,124</u>	<u>1,024,124</u>	<u>1,024,124</u>	<u>1,032,549</u>
Total Resources	<u>1,168,160</u>	<u>1,166,270</u>	<u>1,247,059</u>	<u>1,165,449</u>	<u>1,165,449</u>	<u>1,165,449</u>	<u>1,156,212</u>

Requirements	ACTUAL FY'13 \$	ACTUAL FY'14 \$	BUDGET FY'15 \$	MANAGER RECOMMEND FY'16 \$	COMMITTEE APPROVED FY'16 \$	COUNCIL ADOPTED FY'16 \$	PROJECTED FY'17 \$
Personnel Services	754,485	801,076	897,558	792,979	792,979	792,979	813,774
Materials & Supplies	18,998	35,023	26,250	27,100	27,100	27,100	23,150
Contractual/Prof Services	64,064	63,581	86,867	143,549	143,549	143,549	125,146
Direct Charges	75,012	74,811	80,743	78,158	78,158	78,158	79,721
Capital Outlay	6,354	0	13,000	0	0	0	0
Transfers Out	<u>0</u>	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal Expenditures	<u>918,913</u>	<u>1,024,491</u>	<u>1,104,418</u>	<u>1,041,786</u>	<u>1,041,786</u>	<u>1,041,786</u>	<u>1,041,791</u>
Contingencies	0	0	142,641	123,663	123,663	123,663	114,421
Ending Balance	<u>249,247</u>	<u>141,779</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>1,168,160</u>	<u>1,166,270</u>	<u>1,247,059</u>	<u>1,165,449</u>	<u>1,165,449</u>	<u>1,165,449</u>	<u>1,156,212</u>

Program: Support Services – Parks & Community Development Management

Personnel

	BUDGET	BUDGET	BUDGET	MANAGER	COMMITTEE	COUNCIL	
	FY'13	FY'14	FY'15	RECOMMEND	APPROVED	ADOPTED	PROJECTED
	#	#	#	FY'16	FY'16	FY'16	FY'17
Parks & Community Dev. Director	1.00	1.00	1.00	1.000	1.000	1.000	1.000
Business Operations Supervisor	1.00	1.00	1.00	1.000	1.000	1.000	1.000
City Surveyor	1.00	1.00	1.00	0.000	0.000	0.000	0.000
Engineering Technician	1.00	0.00	0.00	0.000	0.000	0.000	0.000
GIS Coordinator	0.00	1.00	1.00	1.000	1.000	1.000	1.000
Office Assistant II	1.00	1.00	1.00	1.000	1.000	1.000	1.000
Office Assistant I	2.00*	2.65*	2.65*	2.725*	2.725*	2.725*	2.725*
Department Support Technician	2.00	2.00	2.00	2.000	2.000	2.000	2.000
Database Technician	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	<i>10.00</i>	<i>10.65</i>	<i>10.65</i>	<i>9.725</i>	<i>9.725</i>	<i>9.725</i>	<i>9.725</i>
Total Positions	<u>10.00</u>	<u>10.65</u>	<u>10.65</u>	<u>9.725</u>	<u>9.725</u>	<u>9.725</u>	<u>9.725</u>
Total Un-Funded Positions*	(1.00)	(1.00)	(1.00)	(1.000)	(1.000)	(1.000)	(1.000)
Total Funded Positions	<u>9.00</u>	<u>9.65</u>	<u>9.65</u>	<u>8.725</u>	<u>8.725</u>	<u>8.725</u>	<u>8.725</u>
Temporary/Seasonal Hours	<u>0*</u>	<u>0*</u>	<u>431</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

*** Recap of Unfunded Positions by Fiscal Year:**

Office Assistant I	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal Hours	600	600	0	n/a	n/a	n/a	n/a

Capital Outlay/By Item

Reflectorless Surveyor Equip.	<u>13,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>13,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Support Services – Engineering Services

Services Delivered:

Our department motto: “*Quality Engineering Today for a Reliable Tomorrow.*”

Activity in the Engineering Services Division ensures the development of our community occurs in an orderly manner and reaches the highest standards for quality. The Engineering Division uses adopted facility plans and development standards to ensure compliance and quality in all infrastructures. Working with other activities, the Division participates in site plan review, design, plan checking and inspection of new public facilities.

Services are provided to other City divisions and to customers of the Parks and Community Development Department with information from over 6,800 plans and “as-built” drawings. Engineering provides essential information for the mapping portion of our Geographic Information System (GIS). The Engineering Division creates and keeps current engineering standards to be used in the design and construction of public facilities. These standards include, but are not limited to, water, sewer, street and other items related to work within the City’s right-of-way.

The Engineering Division manages and oversees the construction of capital projects. The role of the division is facilitating projects with preliminary estimates for capital projects which are used in the budgeting process, producing engineered drawings in-house or administering design contracts, creating design and construction specifications and bidding documents, providing inspection services, processing pay requests, and closing out projects.

Performance Measurements:

Engineering Performance Measures

Indicator	2012-13		2013-14		2014-15	2015-16	2016-17
	Actual	Est	Actual	Est	Est	Est	Est
Outputs							
Number of City projects managed annually	22	16	27	20	22	22	24
Number of developer installed projects managed annually	14	12	18	14	16	16	18
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
% of encroachment permits issued within 7 calendar days	93%	90%	92%	93%	95%	95%	95%
% of complete private development plans reviewed within specified timeframe	78%	80%**	91%	85%**	90%**	90%**	90%**

*New Performance Measure - information not available

**Pending timely interdepartmental review.

FY’16 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Facilitate Sustainable, Manageable Growth

- Improve bicycle/pedestrian paths.
- Prepare and implement plans for striping bike lanes and installing new sidewalks and pedestrian paths.

Program: Support Services – Engineering Services

FY'16 Anticipated Accomplishments & Corresponding Council Goal – Cont'd:

Maintain, Operate, and Expand our Infrastructure

- Engineering will be involved in a number of capital improvements including the design, construction and inspection of the FY'15/'16 Overlays, Drury Lane Street Improvements, Redwood Avenue Phase 2 and 3, Terry Lane Street Improvements and various water and sewer line projects as determined by Public Works.

Promote Healthy Neighborhoods

- Create a safe routes project with District 7 across George Eckstein Park to Riverside School.
- Install the remaining portion of Fruitdale Creek Trail.
- Install a pedestrian path at Morrison Park.
- Install sidewalks on Rogue River Avenue and begin design on Pine Street Sidewalks.

Budget Highlights:

Based on current estimates, the FY'15 budget appears to be on track for expenditures to match or be close to anticipated revenues. For FY'16, staffing levels will be increased by one full time technician to account for added workload involved with capital projects and private development. In addition, the City surveyor has been moved back into the Engineering Division.

FY'15 Activity Review:

The Engineering Division facilitated a number of Capital Projects in our community this year which are in design, construction or punch list phase at the time of this printing. They included "D" Street Sidewalks Phase 2, several Structural Main Sewer Replacement Projects, scheduled Street Overlays and a Pedestrian Path at Riverside Park.

Numerous private developments were (or still are) in the plan checking, construction, or final platting process during this same time period. A few examples are: WinCo Development, Red Robin Development, Summerfield Phases 2 and 3, Mid Rogue IPA, and the Department of Human Services facility.

Program: Support Services – Engineering Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'13	FY'14	FY'15	FY'16	FY'16	FY'16	FY'17
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>151,722</u>	<u>123,492</u>	<u>122,326</u>	<u>286,558</u>	<u>286,558</u>	<u>286,558</u>	<u>181,269</u>
Current Resources							
Activity Generated							
Redwood Sewer Svc. Dist.	8,332	0	0	0	0	0	0
Rev Other Agencies	4,177	3,672	0	0	0	0	0
Engineering Fees	22,745	24,908	31,300	27,800	27,800	27,800	27,800
Sale of publications	274	0	0	0	0	0	0
Interest	1,345	1,499	1,500	1,500	1,500	1,500	1,500
Other Revenue	10	0	0	0	0	0	0
Direct Charges:							
General Fund	55,000	85,000	110,200	127,500	127,500	127,500	127,500
Transportation	190,410	167,152	154,400	148,900	148,900	148,900	153,800
Wastewater Operations	56,500	75,800	63,400	68,100	68,100	68,100	69,100
Solid Waste Operations	0	0	2,600	11,900	11,900	11,900	4,800
Water Operations	87,000	66,600	53,700	59,500	59,500	59,500	59,900
Administrative Services	10,000	10,000	11,300	11,500	11,500	11,500	11,400
Transportation Projects	198,520	210,345	246,500	226,150	226,150	226,150	226,150
Lands & Buildings Proj.	35,280	25,942	19,000	51,500	51,500	51,500	51,500
Wastewater Projects	71,274	72,838	64,400	64,400	64,400	64,400	64,400
Water Projects	<u>31,415</u>	<u>39,508</u>	<u>32,200</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
Total Current Revenues	<u>772,282</u>	<u>783,264</u>	<u>790,500</u>	<u>838,750</u>	<u>838,750</u>	<u>838,750</u>	<u>837,850</u>
Total Resources	<u>924,004</u>	<u>906,756</u>	<u>912,826</u>	<u>1,125,308</u>	<u>1,125,308</u>	<u>1,125,308</u>	<u>1,019,119</u>
Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'13	FY'14	FY'15	FY'16	FY'16	FY'16	FY'17
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	372,739	331,851	349,880	545,955	545,955	545,955	548,630
Materials & Supplies	8,698	4,685	10,000	10,850	10,850	10,850	8,500
Contractual/Prof Services	91,426	98,755	131,721	174,391	174,391	174,391	174,233
Direct Charges	<u>327,649</u>	<u>256,257</u>	<u>296,188</u>	<u>212,843</u>	<u>212,843</u>	<u>212,843</u>	<u>213,337</u>
Subtotal Expenditures	<u>800,512</u>	<u>691,548</u>	<u>787,789</u>	<u>944,039</u>	<u>944,039</u>	<u>944,039</u>	<u>944,700</u>
Contingencies	0	0	125,037	181,269	181,269	181,269	74,419
Ending Balance	<u>123,492</u>	<u>215,208</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>924,004</u>	<u>906,756</u>	<u>912,826</u>	<u>1,125,308</u>	<u>1,125,308</u>	<u>1,125,308</u>	<u>1,019,119</u>

Program: Support Services – Engineering Services

Personnel

	BUDGET	BUDGET	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'13	FY'14	FY'15	RECOMMEND	APPROVED	ADOPTED	FY'17
	#	#	#	FY'16	FY'16	FY'16	#
City Engineer**	1.00	1.00**	1.00**	1.00**	1.00**	1.00**	1.00**
Utility Engineer	1.00*	1.00*	1.00*	1.00*	1.00*	1.00*	1.00*
City Surveyor	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Engineering Projects Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Department Support Technician	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Engineering Technician	<u>4.50*</u>						
<i>Subtotal</i>	<i>7.50</i>	<i>7.50</i>	<i>7.50</i>	<i>8.50</i>	<i>8.50</i>	<i>8.50</i>	<i>8.50</i>
Total Positions	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>	<u>8.50</u>	<u>8.50</u>	<u>8.50</u>	<u>8.50</u>
Total Un-Funded Positions*	(3.00)	(3.00)	(3.00)	(2.00)	(2.00)	(2.00)	(2.00)
Total Funded Positions	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>6.50</u>	<u>6.50</u>	<u>6.50</u>	<u>6.50</u>
Temporary/Seasonal Hours	<u>260</u>	<u>520</u>	<u>520</u>	<u>520</u>	<u>520</u>	<u>520</u>	<u>520</u>

*Recap of Unfunded Positions by Fiscal Year:							
Utility Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Technician	2.00	2.00	2.00	1.00	1.00	1.00	1.00

**Note the following are funded under Contractual Services instead of Personnel Services:							
City Engineer**	0.00	1.00	1.00	1.00	1.00	1.00	1.00

Program: Support Services – Property Management Services

Services Delivered:

Property Management Services strives to manage and improve City buildings and properties, infrastructure, and vacant lands in a manner which strives for excellence, efficiency, aesthetics, safety, and sustainability.

This activity provides management and maintenance of buildings and properties. Services include building improvements and renovations, office improvements, meeting set-ups, storage, work space improvements, janitorial services, grounds maintenance and utilities. This fund also provides management of rentals and vacant lands for parks and the general fund, as well as management of downtown public areas.

Performance Measurements:

Property Management Performance Measures

Indicator	2012-13		2013-14		2014-15	2015-16	2016-17
	Actual	Est	Actual	Est	Est	Est	Est
Outputs							
Number of days River Vista rented	27	18	83	18	24	60	60
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
% of time City Hall HVAC system on-line	99.90%	100%	100%	100%	100%	100%	100%
% of properties receiving fire hazards abatement at scheduled quarterly intervals	100%	100%	100%	100%	100%	100%	100%
Efficiency	Actual	Goal	Actual	Goal	Goal	Goal	Goal
City Hall Custodial Expenditures Per Square Foot	\$1.67	\$1.93	\$1.59	\$1.93	\$1.93	\$1.98	\$2.05
Annual kWh of Power at City Hall (target 5% reduction to prior year starting 2011-2012 and expressed in kWh) * corrected figures through 2014	630,003*	625,000*	626,868*	599,000	564,100	535,900	509,105

FY'16 Anticipated Accomplishments & Corresponding Council Goals - Strategic Plan Item:

Facilitate Sustainable, Manageable Growth

- Mitigate safety hazards on vacant lands by securing, demolishing, or revitalizing vacant buildings.
- Reduce fire hazard fuel reduction in shrub and treed areas.
- Implement a multi-year HVAC renovation plan for the Municipal Campus.

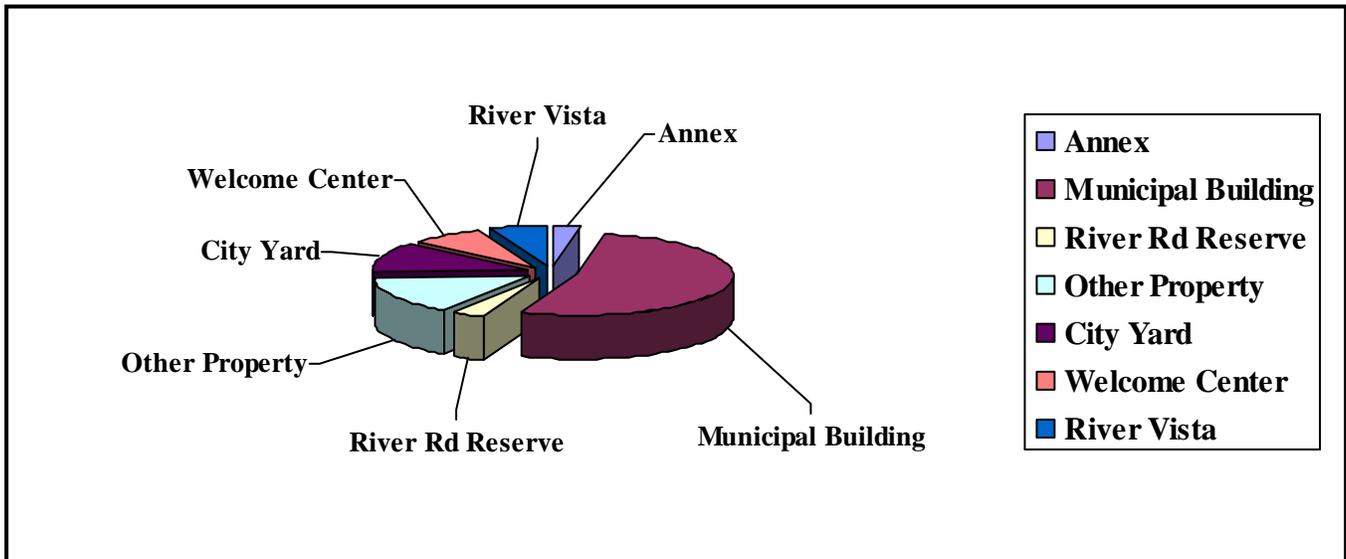
Keep Citizens Safe

- Improve security and safety of city buildings by installing security cameras and systems.
- Continue to implement additional security and ergonomic access measures at City locations.

Program: Support Services – Property Management Services

Budget Highlights:

The HVAC system at the Municipal Building will be renovated. Lighting in the Municipal parking lot will be improved for better security.



Account by Expenditures FY' 14

FY'15 Activity Review:

- The breezeway structure was repaired and re-roofed.
- The HVAC system was evaluated and recommendations are being implemented.
- Two vacant buildings were demolished.
- An electronic door open was installed on the Welcome Center doors.
- Two additional doors were refurbished and keypads were installed.

Program: Support Services – Property Management Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'13	FY'14	FY'15	FY'16	FY'16	FY'16	FY'17
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>155,041</u>	<u>173,401</u>	<u>151,287</u>	<u>248,164</u>	<u>248,164</u>	<u>248,164</u>	<u>182,574</u>
Current Resources							
Activity Generated							
Direct Charges:							
General Fund	146,156	145,040	143,925	169,722	169,722	169,722	173,086
Transportation	71,354	79,153	83,595	82,283	82,283	82,283	83,929
Wastewater Operations	47,261	51,722	54,449	53,679	53,679	53,679	54,753
Solid Waste Operations	864	882	930	912	912	912	930
Water Operations	42,599	47,060	49,568	48,730	48,730	48,730	49,705
Fleet Operations	37,822	35,784	36,960	30,155	30,155	30,155	30,758
CD Management	75,012	74,811	80,743	78,158	78,158	78,158	79,721
Administrative Services	166,045	176,381	185,912	183,609	183,609	183,609	187,282
Interest	1,287	1,611	1,000	0	0	0	0
Rent of Assets	35,735	48,929	49,825	56,832	56,832	56,832	56,832
Other Revenue	<u>267</u>	<u>2,064</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Revenues	<u>624,402</u>	<u>663,437</u>	<u>686,907</u>	<u>704,080</u>	<u>704,080</u>	<u>704,080</u>	<u>716,996</u>
Total Resources	<u>779,443</u>	<u>836,838</u>	<u>838,194</u>	<u>952,244</u>	<u>952,244</u>	<u>952,244</u>	<u>899,570</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'13	FY'14	FY'15	FY'16	FY'16	FY'16	FY'17
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	188,665	183,771	230,268	201,117	201,117	201,117	201,680
Materials & Supplies	27,551	30,780	31,650	32,900	32,900	32,900	32,900
Contractual/Prof Services	269,281	262,392	303,191	341,013	341,013	341,013	330,880
Direct Charges	15,000	8,628	15,000	15,000	15,000	15,000	15,600
Capital Outlay	50,450	45,395	57,800	73,300	73,300	73,300	64,000
Indirect Charges	55,095	53,097	63,791	66,340	66,340	66,340	64,200
Transfers Out	<u>0</u>	<u>15,000</u>	<u>20,000</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>0</u>
Subtotal Expenditures	<u>606,042</u>	<u>599,063</u>	<u>721,700</u>	<u>769,670</u>	<u>769,670</u>	<u>769,670</u>	<u>709,260</u>
Contingencies	0	0	116,494	182,574	182,574	182,574	190,310
Ending Balance	<u>173,401</u>	<u>237,775</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>779,443</u>	<u>836,838</u>	<u>838,194</u>	<u>952,244</u>	<u>952,244</u>	<u>952,244</u>	<u>899,570</u>

Program: Support Services – Property Management Services

Personnel

	BUDGET		MANAGER RECOMMEND		COMMITTEE APPROVED		COUNCIL ADOPTED	
	FY'13	FY'14	FY'15	FY'16	FY'16	FY'16	FY'16	PROJECTED
	#	#	#	#	#	#	#	FY'17
Parks & Community Svc. Director	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Property Management Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Municipal Service Worker	1.00	1.00	2.00	2.00	2.00	2.00	2.00	2.00
Office Assistant II	<u>1.00*</u>	<u>0.00</u>						
<i>Subtotal</i>	<i>4.00</i>	<i>2.00</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>
Assistant City Manager								
From: Management	0.00	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Parks & Community Svc. Director								
To: Downtown	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
To: Park Maintenance	(0.40)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
To: Garage Operations	(0.10)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
To: Tourism	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
To: Information Technology	(0.15)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
To: Equipment Replacement	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Admin. Support Specialist								
From: Garage Operations	0.20*	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Property Management Coordinator								
To: Park Maintenance	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
To: Aquatics	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
To: Downtown	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
To: Street Maintenance	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
Municipal Service Worker								
To: Park Maintenance	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
To: Aquatics	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
To: Downtown	(0.15)	(0.15)	(0.55)	(0.95)	(0.95)	(0.95)	(0.95)	(0.95)
Office Assistant II								
From: Management	0.00	0.35*	0.10	0.10	0.10	0.10	0.10	0.10
To: Park Maintenance	(0.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
To: Tourism	(0.05)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
To: Information Technology	<u>(0.20)</u>	<u>0.00</u>						
<i>Subtotal Distributed</i>	<i>(1.90)</i>	<i>0.05</i>	<i>(0.60)</i>	<i>(1.00)</i>	<i>(1.00)</i>	<i>(1.00)</i>	<i>(1.00)</i>	<i>(1.00)</i>
Total Positions	<u>2.100</u>	<u>2.050</u>	<u>2.400</u>	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>
Total Un-Funded Positions	(0.045)	(0.035)	0.000	0.000	0.000	0.000	0.000	0.000
Total Funded Positions	<u>2.055</u>	<u>2.015</u>	<u>2.400</u>	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>
Temporary/Seasonal Hours	<u>550</u>	<u>550</u>	<u>550</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>

*Recap of Unfunded Positions by Fiscal Year:

Admin Support Specialist	0.020	0.000	0.000	0.000	0.000	0.000	0.000
Office Assistant I/II	0.025	0.035	0.000	0.000	0.000	0.000	0.000

Capital Outlay/By Item

Remodeling/Renovation	57,800	62,300	62,300	62,300	55,000
HVAC Renovation	0	6,000	6,000	6,000	4,000
Sidewalks at Muni Building	0	5,000	5,000	5,000	5,000
Total Capital Outlay	<u>57,800</u>	<u>73,300</u>	<u>73,300</u>	<u>73,300</u>	<u>64,000</u>

Program: Support Services – Information Technology Services

Services Delivered:

The Information Technology (IT) Division provides technical support for the City’s computer and telecommunication users and facilitates appropriate access to the City’s electronic data; always endeavoring to provide technology that promotes the highest level of City worker productivity and supports a standard of “*Information-at-your-fingertips*”.

The IT division maintains internal City technology resources including physical data network infrastructure, network data backups, data storage and network security, connectivity, and server equipment. The IT staff also provides technology consulting to City departments, desktop support, administers the City phone systems, provides basic computer/telephone training, and oversees the City’s website.

Performance Measurements:

Information Technology Performance Measures

Indicator	2012-13		2013-14		2014-15	2015-16	2016-17
	Actual	Est	Actual	Est	Est	Est	Est
Outputs							
Number help desk tickets completed	1632	1500	1451	1500	1500	1500	1500
Number of training sessions held	10	12	10	12	12	12	12
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Network availability (% uptime)	99%	99%	99%	99%	99%	99%	99%
Phone Availability	99%	99%	99%	99%	99%	99%	99%
Help desk tickets closed on the same day	40%	50%	40%	50%	50%	50%	50%
Help desk tickets closed within one day	52%	67%	49%	67%	67%	67%	67%

FY’16 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 3: Ensure efficiency and effectiveness in City operations

- The City will be a model for government efficiency and effectiveness, delivering the highest quality of services at the best possible value.
- Select a new financial software program and plan for new software implementation.
- Dark fiber connection from City Hall to Hillcrest (high-speed, secure, emergency backup and continuity).
- Expand wireless network capabilities at City facilities.
- Upgrade to a redundant\replicated disk based backup system.
- Expand Tyler Munis system for employee self-service.

Program: Support Services – Information Technology Services

Budget Highlights:

The City will focus on improving business continuity for City's information systems. Backup power and reduction in potential single point failure risks will be addressed in addition to software backup options that can provide continuing IT functions in the event of an emergency.

Smooth implementation of the City's new enterprise resource planning programs and associated hardware will be a top priority this year.

FY'15 Activity Review:

- A redesigned City website was launched.
- Wireless networks were expanded in City facilities to improve network access for mobile devices.
- Increased usage of tablet PC's to increase flexibility and efficiency of mobile users.
- Improved security has been implemented for all IT systems.
- Redundant systems have been implemented for key network components.

Program: Support Services – Information Technology Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'13	FY'14	FY'15	FY'16	FY'16	FY'16	FY'17
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>92,491</u>	<u>208,794</u>	<u>206,039</u>	<u>132,564</u>	<u>132,564</u>	<u>132,564</u>	<u>21,757</u>
Current Resources							
Activity Generated							
Interest	1,403	1,967	1,900	1,900	1,900	1,900	1,000
Other Revenue	1,717	0	0	0	0	0	0
Redwood Sewer District	10,398	0	0	0	0	0	0
Solid Waste Agency	1,708	1,186	4,250	3,600	3,600	3,600	3,600
Information Tech Charges	<u>544,878</u>	<u>557,126</u>	<u>684,954</u>	<u>712,528</u>	<u>712,528</u>	<u>712,528</u>	<u>866,760</u>
Total Current Revenues	<u>560,104</u>	<u>560,279</u>	<u>691,104</u>	<u>718,028</u>	<u>718,028</u>	<u>718,028</u>	<u>871,360</u>
Total Resources	<u>652,595</u>	<u>769,073</u>	<u>897,143</u>	<u>850,592</u>	<u>850,592</u>	<u>850,592</u>	<u>893,117</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'13	FY'14	FY'15	FY'16	FY'16	FY'16	FY'17
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	379,118	506,214	562,348	600,189	600,189	600,189	613,965
Materials & Supplies	8,361	11,210	7,000	7,000	7,000	7,000	10,000
Contractual/Prof Services	30,540	23,990	72,140	133,994	133,994	133,994	130,370
Direct Charges	25,782	25,437	26,821	26,302	26,302	26,302	26,828
Capital Outlay	0	19,180	0	0	0	0	0
Indirect Charges	<u>0</u>	<u>0</u>	<u>53,460</u>	<u>61,350</u>	<u>61,350</u>	<u>61,350</u>	<u>62,400</u>
Subtotal Expenditures	<u>443,801</u>	<u>586,031</u>	<u>721,769</u>	<u>828,835</u>	<u>828,835</u>	<u>828,835</u>	<u>843,563</u>
Contingencies	0	0	175,374	21,757	21,757	21,757	49,554
Ending Balance	<u>208,794</u>	<u>183,042</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>652,595</u>	<u>769,073</u>	<u>897,143</u>	<u>850,592</u>	<u>850,592</u>	<u>850,592</u>	<u>893,117</u>

Program: Support Services – Information Technology Services

Personnel

	BUDGET	BUDGET	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'13	FY'14	FY'15	FY'16	FY'16	FY'16	FY'17
	#	#	#	#	#	#	#
Information Technology Manager	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Network Administrator	0.000	0.000	0.000	1.000	1.000	1.000	1.000
Systems Administrator	0.000	0.000	0.000	1.000	1.000	1.000	1.000
Computer Services Technician	4.000	4.000	4.000	2.000	2.000	2.000	2.000
Webmaster	<u>0.500</u>						
<i>Subtotal</i>	<i>5.500</i>						
Assistant City Manager							
From: Management	0.000	0.150	0.150	0.150	0.150	0.150	0.150
Parks and Comm. Service Director							
From: Property Management	0.150	0.000	0.000	0.000	0.000	0.000	0.000
Office Assistant II							
From: Property Management	0.200*	0.000	0.000	0.000	0.000	0.000	0.000
From: Management	0.000	0.400*	0.050	0.050	0.050	0.050	0.050
Admin Support Specialist							
From: Garage	<u>0.050*</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
<i>Subtotal Distributed</i>	<i>0.400</i>	<i>0.550</i>	<i>0.200</i>	<i>0.200</i>	<i>0.200</i>	<i>0.200</i>	<i>0.200</i>
Total Positions	<u>5.900</u>	<u>6.050</u>	<u>5.700</u>	<u>5.700</u>	<u>5.700</u>	<u>5.700</u>	<u>5.700</u>
Total Un-Funded Positions	(0.025)	(0.040)	0.000	0.000	0.000	0.000	0.000
Total Funded Positions	<u>5.875</u>	<u>6.010</u>	<u>5.700</u>	<u>5.700</u>	<u>5.700</u>	<u>5.700</u>	<u>5.700</u>

*Recap of Unfunded Positions by Fiscal Year:

Admin Support Specialist	0.005	0.000	0.000	0.000	0.000	0.000	0.000
Office Assistant II	0.020	0.040	0.000	0.000	0.000	0.000	0.000

Program: Support Services – Garage Operations

Services Delivered:

The Garage Operations department provides safe, efficient, reliable equipment at the lowest possible cost.

This activity maintains vehicles and equipment for all departments. The budget includes costs for fuel, insurance, replacement parts, tires, preventive maintenance and repairs. Up to three City mechanics work out of the City service center, performing repair and maintenance on over 200 City-owned vehicles and miscellaneous equipment.

Performance Measurements:

Fleet Performance Measures

Indicator	2012-13		2013-14		2014-15	2015-16	2016-17
	Actual	Est	Actual	Est	Est	Est	Est
Outputs							
Number of vehicles in fleet *	124*	N/A	124*	N/A	138*	140**	140
Pieces of equipment in fleet *	47*	N/A	47*	N/A	72*	72	72
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
% of Fleet Current on Annual Preventive Maintenance Services	100%	N/A	100%	N/A	100%	100%	100%
% of Customer Satisfaction Reported on Survey	97%	N/A	97%	N/A	99 %	100%	100%
Efficiency	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Fuel Gallons Used Per Year	64,490	N/A	65,709	N/A	66,700	**67,000	67,000

Note: * Starting in FY'15 all vehicles and equipment that have a repair/maintenance account are counted here. Equipment such as generators that this division works on from time to time have now been included. The FY'15 estimate uses the vehicle and equipment list as of December 31, 2014.

Note: ** Adding one new patrol car and one fire vehicle (brush truck) for the urban interface protection.

FY'16 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 3: Ensure efficiency and effectiveness in City operations

- **Action 2:** Work with the MRMPO to apply for and help administer a feasibility study on alternative fuel sources for local fleets (City, County, School District, and Refuse Haulers).
- **Action 10:** Discuss facility options and prepare a recommended plan for a Fleet Maintenance Facility upgrade according to the performance audit recommendations.
- **Action 12:** Address highest priority recommendations from the 2012 Fleet Performance Audit.

Program: Support Services – Garage Operations

Budget Highlights:

In the next fiscal year budget, departments are charged for actual expenses incurred in the prior calendar year. Unpredictable fuel and related petroleum costs and increased vehicle usage due to serving expanding areas may continue to impact vehicle operational costs. Revising shop rates and the fee structure for all fleet services will be done over the next year to simplify the fee schedule and cover the costs of current level of services. The majority of departmental charges for the FY'16 budget went down, due in part to reduced fuel prices.

FY'15 Activity Review:

During FY'15 Fleet began the review of maintenance and equipment replacement activity operation rates. Fleet continues to work on addressing recommendations from the October 2012 Fleet Performance audit and has compiled a draft recommended procedures and policies manual that would apply to both Fleet operations and all City staff that use a vehicle in operations.

Program: Support Services – Garage Operations

Financial Summary

Resources	ACTUAL FY'13 \$	ACTUAL FY'14 \$	BUDGET FY'15 \$	MANAGER RECOMMEND FY'16 \$	COMMITTEE APPROVED FY'16 \$	COUNCIL ADOPTED FY'16 \$	PROJECTED FY'17 \$
Beginning Balance	<u>237,558</u>	<u>249,760</u>	<u>270,323</u>	<u>368,691</u>	<u>368,691</u>	<u>368,691</u>	<u>89,640</u>
Current Resources							
Activity Generated							
Internal Billings	792,759	833,963	783,569	715,522	715,522	715,522	981,917
Interest	1,877	2,365	2,000	1,500	1,500	1,500	1,500
Other Revenue	<u>24,658</u>	<u>22,731</u>	<u>615,000</u>	<u>615,000</u>	<u>615,000</u>	<u>615,000</u>	<u>30,000</u>
<i>Total Current Revenues</i>	<u><i>819,294</i></u>	<u><i>859,059</i></u>	<u><i>1,400,569</i></u>	<u><i>1,332,022</i></u>	<u><i>1,332,022</i></u>	<u><i>1,332,022</i></u>	<u><i>1,013,417</i></u>
Total Resources	<u>1,056,852</u>	<u>1,108,819</u>	<u>1,670,892</u>	<u>1,700,713</u>	<u>1,700,713</u>	<u>1,700,713</u>	<u>1,103,057</u>

Requirements	ACTUAL FY'13 \$	ACTUAL FY'14 \$	BUDGET FY'15 \$	MANAGER RECOMMEND FY'16 \$	COMMITTEE APPROVED FY'16 \$	COUNCIL ADOPTED FY'16 \$	PROJECTED FY'17 \$
Personnel Services	266,179	246,473	286,372	366,721	366,721	366,721	362,262
Materials & Supplies	354,520	324,021	393,940	367,550	367,550	367,550	367,550
Contractual/Prof Services	90,549	69,212	109,524	154,847	154,847	154,847	160,927
Direct Charges	13,500	13,500	13,500	30,155	30,155	30,155	30,578
Capital Outlay	8,972	10,459	10,000	0	0	0	0
Indirect Charges	73,372	66,367	81,328	91,800	91,800	91,800	92,100
Transfers Out	<u>0</u>	<u>0</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>	<u>0</u>
<i>Subtotal Expenditures</i>	<u><i>807,092</i></u>	<u><i>730,032</i></u>	<u><i>1,494,664</i></u>	<u><i>1,611,073</i></u>	<u><i>1,611,073</i></u>	<u><i>1,611,073</i></u>	<u><i>1,013,417</i></u>
Contingencies	0	0	176,228	89,640	89,640	89,640	89,640
Ending Balance	<u>249,760</u>	<u>378,787</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>1,056,852</u>	<u>1,108,819</u>	<u>1,670,892</u>	<u>1,700,713</u>	<u>1,700,713</u>	<u>1,700,713</u>	<u>1,103,057</u>

Program: Support Services – Garage Operations

Personnel

	BUDGET	BUDGET	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'13	FY'14	FY'15	RECOMMEND	APPROVED	ADOPTED	FY'17
	#	#	#	#	#	#	#
Admin. Support Specialist	1.000*	1.000*	1.000*	0.000*	0.000*	0.000*	0.000*
Lead Fleet Mechanic	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Mechanic	1.000	1.000	1.000	2.000	2.000	2.000	2.000
Department Support Technician	<u>1.000*</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	<i>4.000</i>						
Finance Director							
From: Finance	0.000	0.100	0.100	0.050	0.050	0.050	0.050
Parks and Comm. Service Director							
From: Property Management	0.100	0.000	0.000	0.000	0.000	0.000	0.000
Admin. Support Specialist							
To: Finance	0.000	(0.300)	(0.350)	(0.000)	(0.000)	(0.000)	(0.000)
To: Park Maintenance	(0.150)	0.000	0.000	0.000	0.000	0.000	0.000
To: Property Management	(0.200)	0.000	0.000	0.000	0.000	0.000	0.000
To: Information Technology	(0.050)	0.000	0.000	0.000	0.000	0.000	0.000
To: Equipment Replacement	(0.300)	(0.350)	(0.350)	(0.000)	(0.000)	(0.000)	(0.000)
Dept. Support Technician							
To: Finance	0.000	(0.100)	(0.100)	(0.100)	(0.100)	(0.100)	(0.100)
To: Equipment Replacement	(0.150)	(0.150)	(0.150)	(0.000)	(0.000)	(0.000)	(0.000)
Lead Fleet Mechanic							
To: Equipment Replacement	(0.100)	(0.100)	(0.100)	(0.000)	(0.000)	(0.000)	(0.000)
Mechanic							
To: Equipment Replacement	<u>(0.100)</u>	<u>(0.100)</u>	<u>(0.100)</u>	<u>(0.000)</u>	<u>(0.000)</u>	<u>(0.000)</u>	<u>(0.000)</u>
<i>Subtotal Distributed</i>	<i>(0.950)</i>	<i>(1.000)</i>	<i>(1.050)</i>	<i>(0.050)</i>	<i>(0.050)</i>	<i>(0.050)</i>	<i>(0.050)</i>
Total Positions	<u>3.050</u>	<u>3.000</u>	<u>2.950</u>	<u>3.950</u>	<u>3.950</u>	<u>3.950</u>	<u>3.950</u>
Total Un-Funded Positions	(0.115)	(0.035)	(0.030)	(0.000)	(0.000)	(0.000)	(0.000)
Total Funded Positions	<u>2.935</u>	<u>2.965</u>	<u>2.920</u>	<u>3.950</u>	<u>3.950</u>	<u>3.950</u>	<u>3.950</u>

*Recap of Unfunded Positions by Fiscal Year:							
Admin Support Specialist	0.030	0.035	0.030	0.000	0.000	0.000	0.000
Department Support Technician	0.085	0.000	0.000	0.000	0.000	0.000	0.000

Capital Outlay/By Item

Tools/Equipment		<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay		<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Support Services – Equipment Replacement

Services Delivered:

The Equipment Replacement department strives to collect and account for depreciation funds, stabilize yearly department costs, and replace vehicles and equipment as they wear out.

This activity operates as a reserve fund which obtains replacement vehicles and equipment as they wear out. A monthly depreciation fee is collected on each department vehicle. Over the projected life of a vehicle, funds are collected and then used to replace the vehicle. Payment and account balances are kept on each vehicle. Actual replacement decisions are made after reviewing age, maintenance costs and reliability/safety of each vehicle.

Performance Measurements:

Equipment Replacement Performance Measures

Indicator	2012-13		2013-14		2014-15	2015-16	2016-17
	Actual	Est	Actual	Est	Est	Est	Est
Outputs							
Number of vehicles/equipment with replacement accounts in schedule	110	111	110	111	118	120	120
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Percentage of <u>operational</u> vehicles not in replacement schedule	13%	12%	13%	12%	12%	12%	12%
Efficiency	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Percentage of purchases made with State Bid Contracts	87%	76%	78%	76%	75%	75%	75%

FY'16 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 3: Ensure efficiency and effectiveness in City operations

- **Action 12:** Address highest priority recommendations from the 2012 Fleet Performance Audit.

Program: Support Services – Equipment Replacement

Budget Highlights:

Each year's capital expenditure appropriation covers the replacement of any vehicles or equipment that may need to be replaced during the year and categories of vehicles and equipment are listed on the capital section of this budget program narrative. When possible, new equipment will be purchased through the Oregon State Purchasing System. Late model used vehicles may be purchased when deemed good values. The largest single piece of equipment on the replacement list for FY'15/FY'16 is the vacuum truck used in Wastewater Utility operations.

Monthly amortization payments collected for most vehicles are calculated on a straight line basis for the projected useful life and future estimated purchase value of the vehicle.

FY'15 Activity Review:

During FY'15 staff began working on the replacement of a brush truck for Fire Rescue Division operations in order to better protect the City's urban interface. This was the only vehicle under consideration for purchase in the current fiscal year that was not originally planned to be purchased in FY'15. Various planned replacements have also been deferred to a future fiscal year.

Program: Support Services – Equipment Replacement

Financial Summary

Resources	ACTUAL FY'13 \$	ACTUAL FY'14 \$	BUDGET FY'15 \$	MANAGER RECOMMEND FY'16 \$	COMMITTEE APPROVED FY'16 \$	COUNCIL ADOPTED FY'16 \$	PROJECTED FY'17 \$
Beginning Balance	<u>3,303,976</u>	<u>3,653,307</u>	<u>3,003,662</u>	<u>3,248,463</u>	<u>3,248,463</u>	<u>3,248,463</u>	<u>2,386,083</u>
Current Resources							
Activity Generated							
Internal Billings	684,960	629,745	628,346	561,820	561,820	561,820	561,820
Interest	19,839	23,913	30,000	20,000	20,000	20,000	20,000
Transfer Wastewater Fund	11,101	5,000	0	0	0	0	0
Other Revenue	<u>28,957</u>	<u>92,498</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
<i>Total Current Revenues</i>	<u>744,857</u>	<u>751,156</u>	<u>668,346</u>	<u>591,820</u>	<u>591,820</u>	<u>591,820</u>	<u>591,820</u>
Total Resources	<u>4,048,833</u>	<u>4,404,463</u>	<u>3,672,008</u>	<u>3,840,283</u>	<u>3,840,283</u>	<u>3,840,283</u>	<u>2,977,903</u>

Requirements	ACTUAL FY'13 \$	ACTUAL FY'14 \$	BUDGET FY'15 \$	MANAGER RECOMMEND FY'16 \$	COMMITTEE APPROVED FY'16 \$	COUNCIL ADOPTED FY'16 \$	PROJECTED FY'17 \$
Personnel Services	63,901	61,091	73,187	0	0	0	0
Materials & Supplies	1,038	0	0	0	0	0	0
Contractual/Prof Services	26,724	1,294	601,439	600,700	600,700	600,700	700
Direct Charges	24,322	22,284	23,460	0	0	0	0
Capital Outlay	274,902	415,597	861,500	853,500	853,500	853,500	599,000
Indirect Charges	4,639	3,387	3,922	0	0	0	0
Transfers Out	<u>0</u>	<u>0</u>	<u>550,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Subtotal Expenditures</i>	<u>395,526</u>	<u>503,653</u>	<u>2,113,508</u>	<u>1,454,200</u>	<u>1,454,200</u>	<u>1,454,200</u>	<u>599,700</u>
Contingencies	0	0	300,000	300,000	300,000	300,000	300,000
Ending Balance	<u>3,653,307</u>	<u>3,900,810</u>	<u>1,258,500</u>	<u>2,086,083</u>	<u>2,086,083</u>	<u>2,086,083</u>	<u>2,078,203</u>
Total Requirements	<u>4,048,833</u>	<u>4,404,463</u>	<u>3,672,008</u>	<u>3,840,283</u>	<u>3,840,283</u>	<u>3,840,283</u>	<u>2,977,903</u>

Program: Support Services – Equipment Replacement

Personnel

	BUDGET FY'13 #	BUDGET FY'14 #	BUDGET FY'15 #	MANAGER RECOMMEND FY'16 #	COMMITTEE APPROVED FY'16 #	COUNCIL ADOPTED FY'16 #	PROJECTED FY'17 #
Finance Director							
From: Finance	0.000	0.050	0.050	0.000	0.000	0.000	0.000
Parks/Community Svcs. Director							
From: Property Mgmt	0.050	0.000	0.000	0.000	0.000	0.000	0.000
Dept. Support Technician							
From: Garage	0.150*	0.150	0.150	0.000	0.000	0.000	0.000
Admin. Support Specialist							
From: Garage	0.300*	0.350*	0.350*	0.000	0.000	0.000	0.000
Lead Fleet Mechanic							
From: Garage	0.100	0.100	0.100	0.000	0.000	0.000	0.000
Mechanic							
From: Garage	<u>0.100</u>	<u>0.100</u>	<u>0.100</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
Total Positions	<u>0.700</u>	<u>0.750</u>	<u>0.750</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
Total Un-Funded Positions	(0.045)	(0.035)	(0.035)	(0.000)	(0.000)	(0.000)	(0.000)
Total Funded Positions	<u>0.655</u>	<u>0.715</u>	<u>0.715</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>

*Recap of Unfunded Positions by Fiscal Year:

Admin Support Specialist	0.030	0.035	0.035	0.000	0.000	0.000	0.000
Department Support Technician	0.015	0.000	0.000	0.000	0.000	0.000	0.000

Capital Outlay/By Item

Heavy Industrial Vehicles	400,000	300,000	300,000	300,000	0
Automobiles	8,500	31,500	31,500	31,500	0
5yrd & 10yrd /Dump Trucks	126,000	55,000	55,000	55,000	0
Police Vehicles	167,000	86,000	86,000	86,000	326,000
Pick-Up Trucks	0	112,000	112,000	112,000	202,000
Fire Apparatus	30,000	90,000	90,000	90,000	0
Heavy Equipment	85,000	151,000	151,000	151,000	23,000
Other Equipment	<u>45,000</u>	<u>28,000</u>	<u>28,000</u>	<u>28,000</u>	<u>48,000</u>
Total Capital Outlay		<u>861,500</u>	<u>853,500</u>	<u>853,500</u>	<u>599,000</u>

Program: Support Services – Workers’ Compensation Insurance

Services Delivered:

The City of Grants Pass is committed to providing a safe and healthful work environment. The success of this program is dependent on the commitment made by all City employees, at all levels. Leading by example will build a work environment allowing employees the opportunity to communicate their concerns and/or ideas as it relates to their safety, and the safety of others.

This activity administers the City’s self-insurance program for workers’ compensation. The operating divisions are charged based on 100% of State rates. Losses are paid directly to the claimants from this reserve. Insurance for excess coverage (individual claims in excess of \$500,000 and aggregate claims of \$1,000,000), accounts payable and administration are also paid by this activity.

Performance Measurements:

Workers Compensation Performance Measures

Indicator	2012-13		2013-14		2014-15	2015-16	2016-17
	Actual	Est	Actual	Est	Est	Est	Est
Outputs							
Number of Safety Training Classes Held for non-Public Safety employees	6	4	6	4	4	6	6
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Workers Compensation Experience Modification	0.76	0.70	0.92	0.70	0.70	0.70	0.70
% of time mandatory safety training is completed and documented	78.8%	80%	76%	80%	80%	80%	90%
Efficiency	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Number of Worker Days Lost to Injury per Full Time Employee (FTE)	1.72	0	1.01	0	0	0	0

FY’16 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 4: Ensure efficiency and effectiveness in City operations

- Assist Departments in the prevention of accidents and injuries, while maintaining compliance with federal, state and local governing agencies.

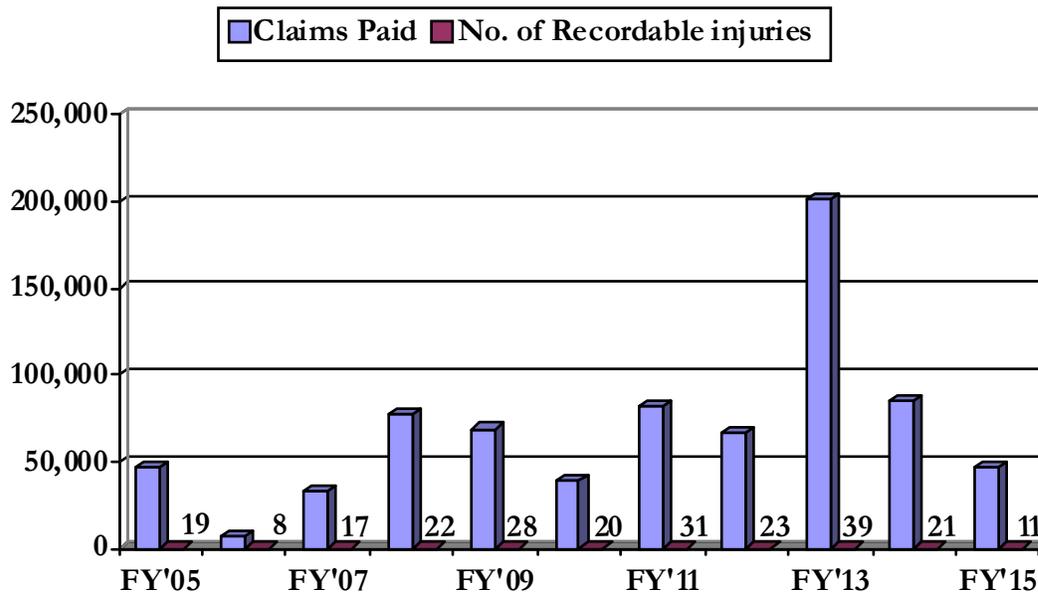
Program: Support Services – Workers’ Compensation Insurance

Budget Highlights:

Risk Management, with the assistance of the City’s Safety Committee, has been able to contain losses during this budget cycle and recent budget years. In October 2010, an actuarial study was completed by Select Actuarial Services. Their report affirms the Workers’ Compensation Fund is actuarially sound and has an adequately funded loss reserve account. This will enable this fund to consider a distribution credit at the end of each fiscal year; resulting in lower effective rates for departments, as long as loss history remains low.

FY’15 Activity Review:

The Safety Committee is continually working towards preventing employee injuries. The Safety Committee concentrated efforts towards investigating incidents and providing training. These efforts to control and prevent losses, attend trainings and identify areas for further education have resulted in lower claims this fiscal year.



Program: Support Services – Workers’ Compensation Insurance

Financial Summary

Resources	ACTUAL FY'13 \$	ACTUAL FY'14 \$	BUDGET FY'15 \$	MANAGER RECOMMEND FY'16 \$	COMMITTEE APPROVED FY'16 \$	COUNCIL ADOPTED FY'16 \$	PROJECTED FY'17 \$
Beginning Balance	<u>905,850</u>	<u>888,384</u>	<u>872,344</u>	<u>743,108</u>	<u>743,108</u>	<u>743,108</u>	<u>585,464</u>
Current Resources							
Activity Generated							
Internal Billings	265,672	268,255	302,000	302,000	302,000	302,000	307,000
Interest	5,638	5,949	6,200	6,200	6,200	6,200	6,200
Other Revenue	<u>6,376</u>	<u>32</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Total Current Revenues</i>	<u>277,686</u>	<u>274,236</u>	<u>308,200</u>	<u>308,200</u>	<u>308,200</u>	<u>308,200</u>	<u>313,200</u>
Total Resources	<u>1,183,536</u>	<u>1,162,620</u>	<u>1,180,544</u>	<u>1,051,308</u>	<u>1,051,308</u>	<u>1,051,308</u>	<u>898,664</u>

Requirements	ACTUAL FY'13 \$	ACTUAL FY'14 \$	BUDGET FY'15 \$	MANAGER RECOMMEND FY'16 \$	COMMITTEE APPROVED FY'16 \$	COUNCIL ADOPTED FY'16 \$	PROJECTED FY'17 \$
Personnel Services	28,936	36,473	50,266	55,246	55,246	55,246	58,032
Materials & Supplies	6,525	4,835	6,200	6,200	6,200	6,200	6,200
Contractual/Prof Services	257,878	304,436	386,619	403,860	403,860	403,860	403,907
Direct Charges	<u>1,814</u>	<u>512</u>	<u>587</u>	<u>538</u>	<u>538</u>	<u>538</u>	<u>549</u>
<i>Subtotal Expenditures</i>	<u>295,153</u>	<u>346,256</u>	<u>443,672</u>	<u>465,844</u>	<u>465,844</u>	<u>465,844</u>	<u>468,688</u>
Contingencies	0	0	500,000	500,000	500,000	500,000	429,976
Ending Balance	<u>888,383</u>	<u>816,364</u>	<u>236,872</u>	<u>85,464</u>	<u>85,464</u>	<u>85,464</u>	<u>0</u>
Total Requirements	<u>1,183,536</u>	<u>1,162,620</u>	<u>1,180,544</u>	<u>1,051,308</u>	<u>1,051,308</u>	<u>1,051,308</u>	<u>898,664</u>

Program: Support Services – Workers’ Compensation Insurance

Personnel

	BUDGET FY'13 #	BUDGET FY'14 #	BUDGET FY'15 #	MANAGER RECOMMEND FY'16 #	COMMITTEE APPROVED FY'16 #	COUNCIL ADOPTED FY'16 #	PROJECTED FY'17 #
City Attorney							
From: Legal Services	0.050**	0.050**	0.050**	0.050**	0.050**	0.050**	0.050**
Assistant City Attorney							
From: Legal Services	0.025**	0.025**	0.025**	0.025**	0.025**	0.025**	0.025**
Assistant City Manager							
From: Management	0.000	0.000	0.000	0.000	0.000	0.000	0.000
City Recorder							
From: Management	0.000	0.150	0.150	0.150	0.150	0.150	0.150
Administration Coordinator							
From: Management	0.150	0.000	0.000	0.000	0.000	0.000	0.000
HR Director							
From: Human Resources	0.020	0.020	0.020	0.020	0.020	0.020	0.020
Personnel Analyst							
From: Human Resources	0.125	0.150	0.200	0.200	0.200	0.200	0.200
Personnel Technician							
From: Human Resources	0.000	0.000	0.000	0.100	0.100	0.100	0.100
Office Assistant							
From: Management	0.000	0.050*	0.150	0.150	0.150	0.150	0.150
Department Support Technician							
From: Legal Services	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
Total Positions	<u>0.370</u>	<u>0.445</u>	<u>0.595</u>	<u>0.695</u>	<u>0.695</u>	<u>0.695</u>	<u>0.695</u>
Total Un-Funded Positions	0.000	(0.005)	0.000	0.000	0.000	0.000	0.000
Total Funded Positions	<u>0.370</u>	<u>0.440</u>	<u>0.595</u>	<u>0.695</u>	<u>0.695</u>	<u>0.695</u>	<u>0.695</u>

*** Recap of Unfunded Positions by Fiscal Year:**

Office Assistant	0.000	0.005	0.000	0.000	0.000	0.000	0.000
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**** Note the following are funded under Contractual Services instead of Personnel Services:**

City Attorney	0.050	0.050	0.050	0.050	0.050	0.050	0.050
Assistant City Attorney	0.025	0.025	0.025	0.025	0.025	0.025	0.025

Program: Support Services – General Insurance

Services Delivered:

The role of Risk Management is to effectively manage the City’s various liability exposures through the purchasing of cost effective insurance, coupled with the development and implementation of effective and proven loss control programs.

This activity accounts for general insurance, excluding workers’ compensation. Charges to departments have been specifically adjusted to represent costs on a pro-rate basis using premium costs from City County Insurance Services as the primary emphasis. Costs to manage this activity have been paid from the fund balance.

Performance Measurements:

General Insurance Performance Measures

Indicator	2012-13		2013-14		2014-15	2015-16	2016-17
	Actual	Est	Actual	Est	Est	Est	Est
Outputs							
Number of claims managed	20	0	18	0	8	0	0
At Fault Employee Vehicle & Equipment Incidents	2	0	0	0	0	0	0
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Number of bi-annual training held by City County Insurance Services	2	1	1	1	1	1	1
Efficiency	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Expenditures per City wide FTE	\$102	\$200	\$	\$200	\$200	\$200	\$200
% of new hires receiving safety orientation	100%	100%	100%	100%	100%	100%	100%
% of seasonal hires receiving safety orientation	95%	100%	95%	100%	100%	100%	100%

FY’16 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

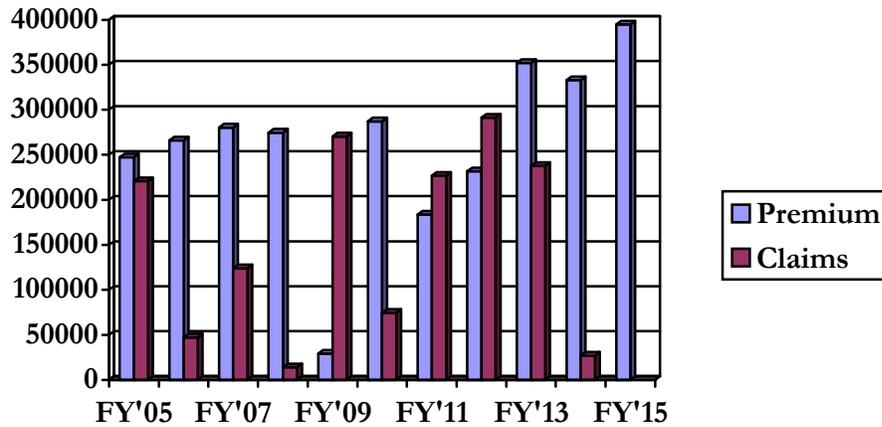
Objective 4: Ensure efficiency and effectiveness in City operations

- Partner with individual departments in identifying exposures, including tort liability, damage and destruction of assets, errors and omissions, natural disasters and employee safety.

Budget Highlights:

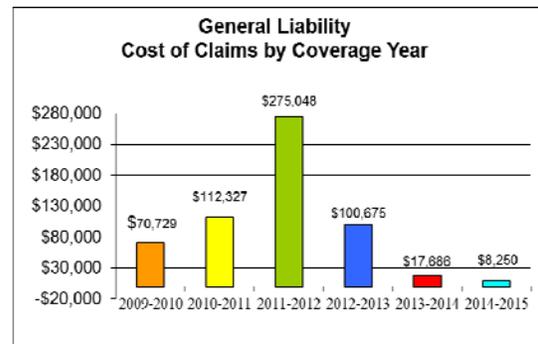
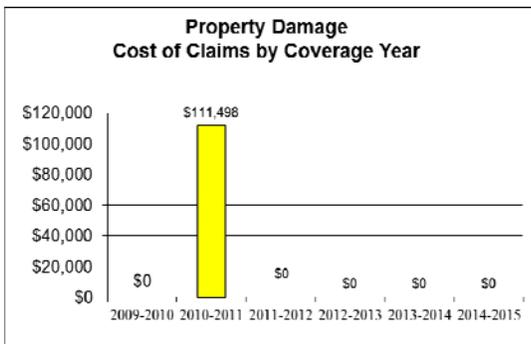
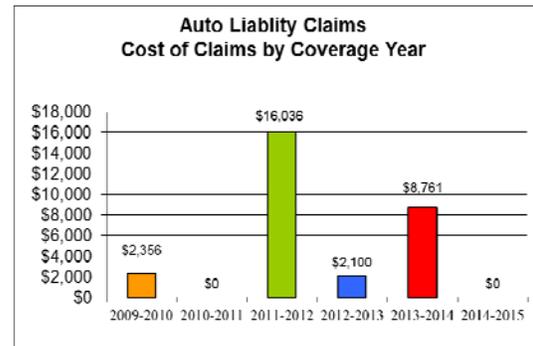
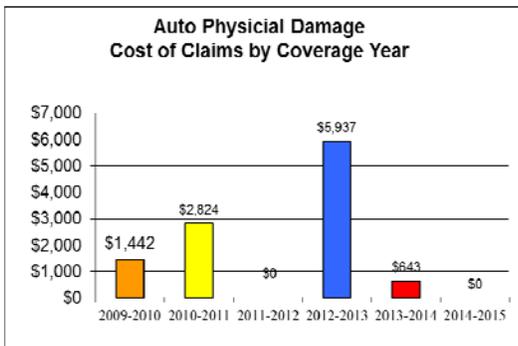
The City continues to use City County Insurance Services (CIS) to ensure long-term insurance viability. CIS will not be able to provide final premium costs prior to budget preparation. However, preliminary figures from CIS are estimated to result in an overall rate increase of 8% for all lines of coverage.

Program: Support Services – General Insurance



FY'15 Activity Review:

During FY'15, this activity identified aggressive risk management as key in keeping the cost of coverage as low as possible. We continue to contract with a Wilson-Heirgood Risk Management Consultant to assist our entity in identifying and reducing our liability exposures. Through their advice, our entity is improving our loss experience and risk management programs through the following actions: 1) Providing risk management training for the management staff; 2) Assisting in purchasing flood insurance; 3) Providing research related to ongoing risk management and regulatory issues; 4) Establishing best practice policies.



Program: Support Services – General Insurance

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'13	FY'14	FY'15	RECOMMEND	APPROVED	ADOPTED	FY'17
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>784,930</u>	<u>667,442</u>	<u>579,246</u>	<u>505,110</u>	<u>505,110</u>	<u>505,110</u>	<u>287,406</u>
Current Resources							
Activity Generated							
Internal Billings	277,097	293,530	291,409	389,834	389,834	389,834	421,023
Interest	3,461	3,013	3,500	2,000	2,000	2,000	2,000
Redwood Sewer District	1,558	0	0	0	0	0	0
Loan Repayments	856	801	146,205	0	0	0	0
Other Revenue	<u>0</u>	<u>10,743</u>	<u>7,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Revenues	<u>282,972</u>	<u>308,087</u>	<u>448,614</u>	<u>391,834</u>	<u>391,834</u>	<u>391,834</u>	<u>423,023</u>
Total Resources	<u>1,067,902</u>	<u>975,529</u>	<u>1,027,860</u>	<u>896,944</u>	<u>896,944</u>	<u>896,944</u>	<u>710,429</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'13	FY'14	FY'15	RECOMMEND	APPROVED	ADOPTED	FY'17
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	21,126	18,907	20,216	20,774	20,774	20,774	21,660
Materials & Supplies	678	0	10,200	0	0	0	0
Contractual/Prof Services	376,842	390,011	588,280	588,080	588,080	588,080	588,080
Direct Charges	<u>1,814</u>	<u>670</u>	<u>749</u>	<u>684</u>	<u>684</u>	<u>684</u>	<u>698</u>
Subtotal Expenditures	<u>400,460</u>	<u>409,588</u>	<u>619,445</u>	<u>609,538</u>	<u>609,538</u>	<u>609,538</u>	<u>610,438</u>
Contingencies	0	0	408,415	287,406	287,406	287,406	99,991
Ending Balance	<u>667,442</u>	<u>565,941</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>1,067,902</u>	<u>975,529</u>	<u>1,027,860</u>	<u>896,944</u>	<u>896,944</u>	<u>896,944</u>	<u>710,429</u>

Program: Support Services – General Insurance

Personnel

	BUDGET FY'13 #	BUDGET FY'14 #	BUDGET FY'15 #	MANAGER RECOMMEND FY'16 #	COMMITTEE APPROVED FY'16 #	COUNCIL ADOPTED FY'16 #	PROJECTED FY'17 #
City Attorney							
From: Legal Services	0.100*	0.100*	0.100*	0.100*	0.100*	0.100*	0.100*
Assistant City Attorney							
From: Legal Services	0.050*	0.050*	0.050*	0.050*	0.050*	0.050*	0.050*
City Recorder							
From: Management	0.000	0.200	0.200	0.200	0.200	0.200	0.200
Administration Coordinator							
From: Management	0.150	0.000	0.000	0.000	0.000	0.000	0.000
Office Assistant II							
From: Legal Services	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Department Support Tech							
From: Legal Services	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Office Assistant II							
From: Mgmt. Services	<u>0.050</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
Total Positions	<u>0.350</u>	<u>0.350</u>	<u>0.350</u>	<u>0.350</u>	<u>0.350</u>	<u>0.350</u>	<u>0.350</u>

*** Note the following are funded under Contractual Services instead of Personnel Services:**

City Attorney	0.100	0.100	0.100	0.100	0.100	0.100	0.100
Assistant City Attorney	0.050	0.050	0.050	0.050	0.050	0.050	0.050

Program: Support Services – Benefits Administration

Services Delivered:

This fund is overseen by the Human Resources Department where our goal is “to work strategically with all City Departments to provide equitable administration of policies and procedures”. The City strives to minimize the escalating costs of employee health benefits while offering a benefit package that attracts the best performing employees and encourages a healthy workforce.

This activity accounts for health insurance and PERS collections and payments.

Performance Measurements:

Benefits Administration Performance Measures

Indicator	2012-13		2013-14		2014-15	2015-16	2016-17
	Actual	Est	Actual	Est	Est	Est	Est
Outputs							
Number of insurance meetings held	4	3	4	3	3	3	3
Number of Wellness Committee meetings held	4	6	4	6	4	6	6
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Insurance renewal rate %	6.86%	<10%	8.5%	<10%	<10%	<10%	<10%
Efficiency	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Wellness program expenditures per FTE	\$24	\$25	\$89	\$25	\$90	\$100	\$125

FY'16 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 4: Ensure efficiency and effectiveness in City operations

- A Health Insurance Committee comprised of two employees from each of the bargaining groups and non-bargaining groups, formed in 2002, will reconvene in the fall of 2015 to assist in the evaluation of and availability of a health package with tolerable cost increases. In conjunction with this endeavor, a health care package will be renegotiated for calendar year 2016, as the existing contract expires December 31, 2015.
- Programs to encourage the wellness of our employees will continue to be introduced by the Wellness Committee which is made of representatives from most City departments.

Program: Support Services – Benefits Administration

Budget Highlights:

The monthly billing to departments for a Self-Health fund was reduced in FY' 12 to \$15 per employee. This change has proven to be sufficient funding and will continue for FY' 16. The Health Insurance fund budgets for the Fitness Reimbursement, Employee Assistance, and Wellness Programs. This fund has built up a balance to be used for a Wellness Program, for which a Wellness Committee has been formed.

FY'15 Activity Review:

The Health Insurance Committee reconvened and worked with our Agent of Record reviewing proposals and options from several providers. There was some concern that premium rates would escalate due to the high experience rate of the City and the impacts of the Affordable Care Act. With the change in plan options two years ago to higher deductible plans and competitive negotiations by our Agent of Record, the City was able to remain with our carrier PacificSource with a 7.9% increase. The PacificSource Dental premium increased 3% for 2015, while Willamette Dental premium was unchanged.

The Health Reimbursement Account (HRA), introduced as an option in 2007, continues to be offered. Approximately 90% of the employees covered by PacificSource have chosen this option. Including the employees in the Teamsters union, a high percentage of the City's employees are now participating in an HRA/VEBA account and are taking control of their health expenses, which a high deductible/HRA option encourages.

Another successful Benefit Fair was held in the fall of 2014. It included wellness testing and flu shots. Benefit representatives were onsite to answer employee questions and our Wellness Committee participated with a booth. The Wellness Committee continues to actively look for ways to encourage a healthy lifestyle for our employees. In 2014 they initiated a Fitbit "Get Moving" challenge. The Committee had a goal to the start the challenge with at least 15% of employees participating, and ended up with 36% participation.

Program: Support Services – Benefits Administration

Financial Summary

Resources	ACTUAL FY'13 \$	ACTUAL FY'14 \$	BUDGET FY'15 \$	MANAGER RECOMMEND FY'16 \$	COMMITTEE APPROVED FY'16 \$	COUNCIL ADOPTED FY'16 \$	PROJECTED FY'17 \$
Beginning Balance	<u>1,638,538</u>	<u>1,988,005</u>	<u>2,312,400</u>	<u>2,943,200</u>	<u>2,943,200</u>	<u>2,943,200</u>	<u>3,286,124</u>
Current Resources							
Activity Generated							
Internal Billings	359,715	480,682	494,920	373,921	373,921	373,921	380,529
Interest	10,770	14,809	14,300	15,000	15,000	15,000	15,000
Other Revenue	<u>15</u>	<u>10</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Total Current Revenues</i>	<u>370,500</u>	<u>495,501</u>	<u>509,220</u>	<u>388,921</u>	<u>388,921</u>	<u>388,921</u>	<u>395,529</u>
Total Resources	<u>2,009,038</u>	<u>2,483,506</u>	<u>2,821,620</u>	<u>3,332,121</u>	<u>3,332,121</u>	<u>3,332,121</u>	<u>3,681,653</u>

Requirements	ACTUAL FY'13 \$	ACTUAL FY'14 \$	BUDGET FY'15 \$	MANAGER RECOMMEND FY'16 \$	COMMITTEE APPROVED FY'16 \$	COUNCIL ADOPTED FY'16 \$	PROJECTED FY'17 \$
Personnel Services	15,680	13,932	33,513	31,687	31,687	31,687	31,687
Materials & Supplies	717	0	2,900	2,900	2,900	2,900	2,900
Contractual/Prof Services	<u>4,636</u>	<u>7,811</u>	<u>11,410</u>	<u>11,410</u>	<u>11,410</u>	<u>11,410</u>	<u>11,410</u>
<i>Subtotal Expenditures</i>	<u>21,033</u>	<u>21,743</u>	<u>47,823</u>	<u>45,997</u>	<u>45,997</u>	<u>45,997</u>	<u>45,997</u>
Contingencies	0	0	25,000	25,000	25,000	25,000	25,000
Ending Balance	<u>1,988,005</u>	<u>2,461,763</u>	<u>2,748,797</u>	<u>3,261,124</u>	<u>3,261,124</u>	<u>3,261,124</u>	<u>3,610,656</u>
Total Requirements	<u>2,009,038</u>	<u>2,483,506</u>	<u>2,821,620</u>	<u>3,332,121</u>	<u>3,332,121</u>	<u>3,332,121</u>	<u>3,681,653</u>